



NATIONAL RIFLE ASSOCIATION

Patron: HER MAJESTY THE QUEEN
President: HRH THE PRINCE OF WALES KG KT GCB
Chairman: JOHN WEBSTER
Chief Executive: ANDREW MERCER

February 2020

SUBJECT TO CONTRACT

Dear Member

Sit Perpetuum Lodge, Bisley Camp, Brookwood, Surrey

Thank you for your interest in leasing Sit Perpetuum Lodge. I have set out below the information about the property and look forward to hearing from you should you wish to take your enquiries further.

1. Background

Sit Perpetuum Lodge is available to let from 1st January 2021 (or earlier by arrangement) to an individual member(s) or affiliated organisation, for use in conjunction with shooting activities at Bisley Camp; and shall not be used continuously or as a permanent residence.

2. Description

The lodge enjoys a central location in Bisley Camp and is currently used as a Masonic Temple. Accommodation is laid out on the ground floor and consists of a main hall, reception area and ablutions. Heating and hot water is provided via gas boiler with radiators.

A floor plan, boundary plan, and plan of the camp showing the location of the lodge are attached.

3. Tender Options

Tenders are invited on either "as found" basis, or refurbished per 4 below.

4. Refurbishment

The NRA will deliver works to reconfigure the lodge to provide:-

New kitchen and reception area
Lounge / club area
Four en-suite bedrooms
Allocated car park

Please find attached refurbishment layout plan.

Works will include:-

- New gas boiler, supplying hot water and central heating by radiators
- New double glazed windows
- All works (partitions, plumbing, electrics, fixtures etc.) to form four en-suite bedrooms
- New kitchen units with fridge, gas hob and inset oven
- Three new toilet cubicles
- Altro flooring (kitchen, four en-suites, communal toilets)
- Vinyl laminate flooring (reception, lounge, four bedrooms)
- Internal redecoration

- Formation of designated car park

Further details of these works are available upon request; the tenant may wish to amend the specification, bearing any additional costs.

5. Timetable

The current occupiers are scheduled to vacate by 30th August 2020.

If the new tenant has bid on an “as found” basis the new lease will commence on 1st October 2020 (or earlier by arrangement).

If the new tenant has bid on a “refurbished” basis the new lease will commence on 1st January 2021 (or earlier by arrangement).

6. Lease

The form of lease for letting the building will be the NRA’s standard form of lease.

The lease will be on a full repairing basis and will be for a term of either (a) 7 years less one day; or (b) 21 years less one day with break clauses at the seventh and fourteenth anniversaries. Rent will be reviewed every third anniversary of the commencement date with increases linked to RPI. A draft of the lease is attached.

No significant variations to the form of the lease will be considered and the successful tenderer is expected to conclude the signing of the lease within 9 weeks of being notified of the acceptance of their bid. Please note that you will be responsible for the NRA’s legal costs in drawing up and completing the lease, which are anticipated as being in the region of £1,200 (exc. VAT).

7. Service Charge & Insurance Premium

In addition to the rent, the tenant will be responsible for paying a service charge towards items such as water, drainage, roads and refuse and also maintenance of the camp systems for distribution of electricity, water, drainage etc. The charge for these services for the year ending 31st March 2020 is £353.05.

8. Services and Outgoings

The successful tenant will be responsible for the cost of all services consumed. The property has mains gas, electricity and water. Broadband services are available on site but not connected. With the exception of the gas and broadband these are supplied through systems maintained by the NRA and the successful tenant will be responsible for reimbursing the NRA for the costs of these services in addition to the service charge referred to above. If you have any queries concerning the likely level of these costs, please do not hesitate to contact me.

The successful tenant will also be responsible for Business Rates; the lodge’s rateable value is currently £1,100. Any queries concerning the Business Rates should be directed to Revenue and Payment Services, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB (telephone 01483 444864).

9. Informal Tender Terms

Sit Perpetuum Lodge is offered for let by informal tender and unconditional rental offers are sought for the initial rent payable, with guides for the rent being £4,500 (“as found”) and £9,500 (refurbished) per annum. Offers can be rent only, or rent plus premium payment.

Prospective tenants are invited to submit best and final rental or rental plus premium offers on the basis of the following Tender Terms:-

- a) Offers should be subject to contract
- b) Offers should be addressed to Andrew Mercer and are to be submitted in writing by 12 noon Friday 3rd April 2020.
- c) Envelopes containing offers should be clearly marked "Sit Perpetuum Tender" and marked for the attention of Andrew Mercer at the above address.
- d) Envelopes should not be marked with any identification of the person making the offer. Offers will not be accepted in any other form than in writing in sealed envelopes.
- e) Offers to be on a final offer basis
- f) The successful bidder will be informed no later by 12 noon Friday 17th April 2020.
- g) The successful bidder will be expected to sign the lease no later than Friday 26th June 2020.
- h) Offers must be for a fixed figure; it is advisable to make the offer for an odd amount in order to avoid matching offers.
- i) Your offer should include the name and address of your solicitor.
- j) The NRA is not obliged to accept any offer from this Tender and reserves the right to withdraw or re-advertise the lease of Sit Perpetuum Lodge.

10. Connected Persons

Due to the NRA's charitable status, in certain circumstances it is necessary to seek the Charity Commissioner's approval before a lease is entered into. One such circumstance is the letting of a property to a "connected person". A connected person is one of the following:

- a) A charity trustee or a trustee for a charity;
- b) A person who is the donor of any land to the charity (whether the gift was made on or after the establishment of the charity);
- c) A child (including stepchild and an illegitimate child), parent, grandchild, grandparent, brother or sister of any such trustee or donor;
- d) An officer, agent or employee of the charity;
- e) The spouse (which includes a person or partner living with another) or civil partner of any of person falling within any of the points a)-d) above;
- f) A person carrying on business in partnership with any person falling within any of the points a)-e) above;
- g) An institution which is controlled (meaning that the affairs of the institution can be conducted in accordance with his or her wishes) by any person falling within any of the points a)-f) above or by two or more such persons taken together;

- h) A body corporate in which any connected person falling within any of the points a)-g) above has a substantial interest (meaning they hold more than 1/5 of the share of capital or control the exercise of more than 1/5 of the voting power at any general meeting) or where two or more such persons, taken together, have a substantial interest.

11. Important Notes

Please note the following:

- a) The information above is prepared in good faith to give a fair and substantial correct overall description of the guidance of intending lessees and does not constitute part of an offer or contract.
- b) All descriptions, dimensions, areas, reference to condition and necessary permissions for use and occupation and other details are given in good faith, and are believed to be correct, but any intending purchasers should not rely on them as statements or representations of fact, but must satisfy themselves by inspection of otherwise as to the correctness of each of them.
- c) No person in the employment of the National Rifle Association or National Shooting Centre has any authority to make or give any representations or warranty whatsoever in relation to this property on behalf of the National Rifle Association, nor enter into any contract on the National Rifle Association's behalf.
- d) No responsibility can be accepted for any expenses incurred by intending lessees inspecting the property if it is let or withdrawn.
- e) All measurements are approximate.
- f) Whilst we have endeavoured to ensure the information above is accurate and reliable, if there is any point, which is of particular importance to you, please contact me and we will be pleased to check the information for you, particularly if contemplating travelling some distance to view the property.
- g) Prospective tenants are recommended to seek their own professional and legal advice.

If you have any queries in respect of the above or enclosed, please do not hesitate to contact me.

To arrange a viewing contact Shelly Fletcher shelly.fletcher@nra.org.uk 01483 797777 ext [212].

Yours sincerely

Andrew Mercer
Secretary General